



### High School Application Instructions

*There are two separate applications and deadlines. This application is for graduating high school seniors. The College Application is for students already enrolled in college or other post-secondary institution.*

#### **Who is eligible to apply?**

Graduating seniors from Bolton High School and Bolton residents graduating from an accredited high school who are pursuing post-secondary education are eligible to apply for a scholarship. Awards take into account many factors including financial need, academic achievement, extra curricular activities, community service and character. Certain scholarships carry additional specific criteria.

#### **How does the process work?**

Upon receipt, each application is checked for completeness and assigned a number by the chairperson of the Application Review Committee. Pages containing identifying information are then removed to preserve confidentiality. Using an objective, numeric scoring system, the committee reviews the numbered applications. The committee recommendations are presented to the full board, which votes to determine the actual awards. Decisions are announced in June. The number of scholarships awarded depends upon available funds and the amount of each scholarship varies. Unless otherwise specified, scholarships are for one year, non-renewable, and must be used in the academic year for which they are awarded.

#### **When are applications due?**

The High School Application is due **Tuesday, April 17, 2018**. There is a separate, earlier due date for the College Application. **Late applications are not accepted and incomplete applications may be rejected.**

#### **Application instructions.**

1. Type all requested information using the online form on our website, [www.BoltonScholarshipFund.org](http://www.BoltonScholarshipFund.org). Once completed, review and then print and sign the application.
2. Complete **all** items to ensure that your application can be assessed fairly. If you are not sure which school you will be attending, submit information for the school you are most likely to attend. If you have additional questions or if information changes after you submit your application, contact Chris Davey as soon as possible by phone, (405)642-0264, or by E-mail, [C.Davey@BoltonScholarshipFund.org](mailto:C.Davey@BoltonScholarshipFund.org).
3. **To avoid disqualification**, please review your application before submitting it to be sure that you have properly completed all items on each page and attached all necessary documentation.
4. Be sure that both the applicant and a parent/guardian have signed the application on pages 6 and 7.
5. Attach a copy of the Financial Aid Shopping Sheet from the school you plan to attend. If your school did not provide one, please include a note to that effect with your application. A sample is included on our website.
6. Attach a **copy of page 1** of your SAR (Student Aid Report) which indicates your EFC (Expected Family Contribution). **Do not send any other pages from your report.**
7. Submit applications to the Bolton Scholarship Fund Inc., c/o Bolton High School, 72 Brandy Street, Bolton, CT 06043 by Tuesday, **April 17, 2018**. **Late applications will not be accepted.**

The Bolton Scholarship Fund, Inc. does not discriminate against applicants on the basis of race, creed, color, national origin, ancestry, sex, disability, sexual orientation, or source of income. BSF preserves and protects the confidentiality of all information received on the application and will release it only on a need to know basis.

## Frequently Asked Questions

### 1. **When are applications due?**

There are two separate BSF application deadlines. Applications must have a valid postmark of or be hand delivered by the deadline in order to be eligible for consideration. The College Application deadline, for students currently attending college or other post-secondary school, is Tuesday, April 3, 2018. The High School Application deadline, for graduating high school seniors, is Tuesday, April 17, 2018. Submit your application to: The Bolton Scholarship Fund, c/o Bolton High School, 72 Brandy Street, Bolton, CT 06043.

### 2. **What happens if an application is late or incomplete?**

Late applications are not accepted and applications that are incomplete, including attachments, may be rejected. We encourage you to send in your application as soon as it is completed.

### 3. **How is my privacy protected?**

We take applicant's privacy seriously. Upon receipt, each application is checked for completeness and assigned a number by the chairperson of the Application Review Committee. Pages containing identifying information are removed to preserve confidentiality. Then, the review process begins.

### 4. **Who can apply?**

Any Bolton resident who is a graduate of an accredited high school may apply. Also, any graduate/graduating senior of Bolton High School may apply regardless of their town of residency.

### 5. **Are students attending a trade school or graduate school eligible to apply?**

Yes. Students attending any accredited post-secondary institution are eligible to apply.

### 6. **What is the basis for awarding scholarships?**

The BSF takes into account financial need, academic achievement, extra curricular activities, community service, and character. Certain scholarships carry additional specific criteria.

### 7. **Can I reapply?**

Yes. You can reapply each year throughout your college/school career.

### 8. **If I receive a scholarship am I guaranteed to receive one in following years?**

No, you must reapply each year. Keep in mind our applicant pool changes from year to year as does the amount of funds available. You may receive an award as a graduating high school senior, not receive one as a freshman, but then receive an award again as a sophomore or junior.

### 9. **Are all the applications considered together?**

No, there are three separate applicant pools: graduating high school seniors, college and trade school students, and graduate students.

### 10. **What if I did not complete a FAFSA?**

If you did not submit a FAFSA, please write "Our family did not complete a FAFSA" on your application.

### 11. **What if I did not receive a Financial Aid Shopping Sheet?**

Please include a note to that effect with your application and attach a copy of page 1 of your SAR (Student Aid Report) which indicates your EFC (Expected Family Contribution).

### 12. **What if my financial aid information changes after I submit my application?**

Notify BSF Secretary, Chris Davey, 405 642-0264, right away if there are changes to the information included in your application including your financial aid. If you completed the application based upon estimates, please notify us of any changes once you receive a financial aid award letter from your school.

### 13. **What if my college/school changes?**

Notify BSF Secretary Chris Davey, 405 642-0264. If your scholarship has already been paid, your school may return the award to the BSF. If this happens within the same school year as your award and you complete a new BSF Scholarship Disbursement Form, we can send the refunded amount to your new school.

This application is for **graduating high school seniors**. The application deadline is Tuesday, **April 17, 2018**. Complete the College Student Application if you are already in college, graduate school or other post-secondary school.

This application contains five sections. Please complete each section and remember to include all necessary attachments with your application.

Section I: CONTACT INFORMATION — completed by applicant

Section II: SCHOOL, ACADEMICS & ACTIVITIES — completed by applicant

Section III: FINANCIAL & FAMILY — completed by a parent/guardian

Section IV: APPLICATION CHECKLIST — reviewed by applicant and parent/guardian

Section V: CERTIFICATION & AUTHORIZATION — completed by applicant and parent/guardian

## Section I: CONTACT INFORMATION — completed by applicant

### A. APPLICANT CONTACT INFORMATION

Please be sure to provide a phone number and email address you check often. The BSF will use these to contact you if we need additional information.

1. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. Phone Number (best to reach you): \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_
4. Email: \_\_\_\_\_

### B. PARENT/GUARDIAN CONTACT INFORMATION

Please list a parent or guardian we can contact regarding this application if we need additional information.

1. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_
2. Phone Number (best to reach you): \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_
3. Email: \_\_\_\_\_

Section II: SCHOOL, ACADEMICS & ACTIVITIES — completed by applicant

A. SCHOOL - 2018/19 school year

1. Name of college/school:
2. Location of college/school: City: \_\_\_\_\_ State: \_\_\_\_\_
3. Regarding the school listed above, please select from the following:  
 I am definitely attending.      I have been accepted but am still deciding.      I am waiting to hear.
4. For the 2018/2019 school year, will you be:      a full-time student      a part-time student
5. Major/area of study/interest:
6. Degree sought (e.g. AA, BA, BS, combined BA/MA or BS/MS, etc.):
7. Intended year of completion:

B. ACADEMIC INFORMATION

1. **If you are a Bolton High School student, skip to Part C.** The Bolton High School Guidance Department provides this information to the BSF.
2. If you are not a Bolton High School student:
  - a) Please provide the following: GPA      Class rank      Number in class
  - b) Please submit a copy of your transcript and a letter of recommendation from your guidance department.

C. SCHOOL, COMMUNITY, ACTIVITIES AND WORK

1. Attach a copy of your résumé. Please **remove your name**. Keep in mind, some scholarships are looking for specific interests and activities, so provide as many details as possible. Your résumé should include:
  - Extracurricular activities, including academic/honor societies and offices held, during your high school years (e.g., Soccer 10, 11, 12 Capt.12; FBLA 9, 10, 11, 12).
  - Volunteer/unpaid **services** and **activities** in the *community* other than those included above.
2. Please provide your employment history for the previous 12 months.  
 Averaged over **the full past 12 months**, how many hours did you work per week:

Employer	Position/Type of Work	Dates of Employment	Hours Worked/Week



Section III: FINANCIAL & FAMILY — to be completed by a parent/guardian

A. FINANCIAL INFORMATION (*tab between fields to use auto calculations*)

<b>1. Expenses for 2018/2019 school year</b>			
a. Tuition for upcoming year			\$
b. Additional required fees billed by college or school			\$
c. Books and lab fees			\$
d. Room and board			\$
e. Transportation costs (commuters only)			\$
<b>TOTAL EXPENSES</b>			<b>\$</b>
<b>2. Financial support from family for 2018/2019 school year</b>			
a. Amount from applicant (part-time and/or summer job, savings, etc.)			\$
b. Amount from family (e.g., parent(s)/guardian(s), extended family)			\$
<b>TOTAL</b>			<b>\$</b>
<b>3. Loans, Grants and/or Financial Aid for 2018/2019 school year</b>			
Pell Grant	\$		Subsidized Direct Stafford Loan
Perkins Loan	\$		Unsubsidized Stafford Loan
Any Other <b>Student</b> Loans	\$		Additional financial aid from school (including merit awards)
			\$
<b>4. Other Sources of Financial Assistance for 2018/2019 School Year</b>			
List any other sources of financial assistance you expect to receive (e.g., Connecticut State Scholarship, National Merit Scholarship, Comcast Leaders and Achievers Scholarship Award). Then list the total value of these sources.			
			\$
<b>5. Dependent/Independent</b>			
Applicant is a dependent and was claimed on the <b>2017</b> federal income tax return filed by the parent(s)/guardian(s). Check the income range in part 6 that best describes the <b>total</b> household income of the applicant's parent(s)/guardian(s). For divorced parents/guardians, <b>use the combined income of both parents.</b>			
Applicant is financially independent and was not claimed on the <b>2017</b> federal income tax return filed by the parent(s)/guardian(s). Check the income range in part 6 for the total household income of the applicant and spouse (if applicable).			
<b>6. 2017 Gross Income</b> ( <i>Refer to part 5 above for details on completing this section.</i> )			
\$0 - \$40,000	\$40,001 - \$60,000	\$60,001 - \$80,000	\$80,001 - \$100,000
\$100,001 - \$120,000	\$120,001 - \$140,000	\$140,001 - \$160,000	over \$160,000
<b>7. Financial Aid Shopping Sheet and FAFSA</b>			
Please attach a copy of the Financial Aid Shopping Sheet provided by your school and PAGE 1 of your FAFSA Student Aid Report which includes your Expected Family Contribution. See our website for a sample shopping sheet.			

**B. FAMILY INFORMATION**

1. Please complete the following for all children in the family who were **claimed as a dependent** on the **2017** federal income tax return filed by the parent(s)/guardian(s).
  - a) **Including the applicant**, list the number of dependent children in the family.  
1      2      3      4+
  - b) **Including the applicant**, how many of the above will be attending a post-high school institution during the 2018/2019 school year?      1      2      3      4+
2. Parent/guardian, please list any special circumstances that you feel would be useful to the BSF in evaluating this application. If none, leave blank.

**Section IV: APPLICATION CHECKLIST**

Please carefully review your application. **Applications, including all required attachments, must be post marked by April 17, 2018. Applications post marked or hand delivered after that date will not be accepted, and applications that are incomplete may be rejected.**

Check as appropriate:

I have read the Frequently Asked Questions and Application Instructions.

I have attached a copy of my transcript and letter of recommendation from my guidance department **(non-Bolton High School students only)** as indicated in Section II.B.2.

I have attached a copy of my résumé with **my name removed** as indicated in Section II.C.1.

I have attached a copy of my Financial Aid Shopping Sheet and Page 1 of my FAFSA Student Aid Report as indicated in Section III.A.7.

I have double-checked my answers in Section III.B.1.

I/We have reviewed and signed the certification on page 6.

I/We have reviewed and signed the authorization on page 7.

## Section V: CERTIFICATION &amp; AUTHORIZATION

## A. CERTIFICATION

To the best of my knowledge, all information contained in this application is true and correct. I have read the Application Instructions and understand that I am responsible for submitting all required information and documentation by the deadline. My application must have a postmark date stamp of or be received by **April 17, 2018** to be eligible for consideration. **Late applications will not be accepted, and incomplete applications may be rejected.**

1. I will contact the BSF immediately if any of the information provided in this application changes, including:
  - Addition or loss of scholarships, merit awards and/or other sources of financial assistance
  - Changes to my financial aid package
  - Change of school
2. If I am awarded a scholarship I will submit a letter of gratitude and the BSF Scholarship Disbursement Form by the deadline provided (typically within one week of award notification).

\_\_\_\_\_  
Applicant Name (please print)\_\_\_\_\_  
Applicant Signature                      Date\_\_\_\_\_  
Parent/Guardian Name (please print)\_\_\_\_\_  
Parent/Guardian Signature                      Date

## For BSF Application Review Committee

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Application received: _____	Follow up required: Yes: ____ No: ____	----- Clarification only -----
Postmark date*: _____	Date contacted: _____ Resolved: _____	Missing attachments
		Incomplete response(s)
		Missing signature(s)

\* If no postmark, use date received to determine eligibility.

Application eligible for consideration: Yes: \_\_\_\_ No: \_\_\_\_





B. AUTHORIZATION

I give permission for information to be shared between any representative of my high school and a representative of the Bolton Scholarship Fund's Application Review Committee. This information may include my academic performance, GPA, class rank, involvement in school activities and/or personal characteristics. The purpose of sharing information is to allow the Bolton Scholarship Fund to determine whether I meet eligibility requirements for available scholarships, including those with specific criteria. I understand that revocation of this permission is my responsibility.

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Applicant Name (please print)

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Applicant Signature

Date

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Parent/Guardian Name (please print)

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Parent/Guardian Signature

Date